

## **UMCA TREASURER**

### *POSITION DESCRIPTION AND TO-DO LIST*

### **POSITION DESCRIPTION**

The Treasurer shall (*from Bylaws*):

- A. Have charge of all monies of the Association and report at the regular Association meetings and at the Board of Directors meetings, if requested.
- B. Collect dues from members; pay all bills upon written authorization from the President; keep an itemized record in a permanent file of all receipts and expenditures; and turn over his/her duly elected successor within ten (10) days after vacating office all books, records, and papers pertaining to the Association.
- C. Coordinate mail, email, fax notices to membership.

### **TO-DO LIST**

#### **GENERAL**

- A. Prepare and present the annual budget at the June Board Meeting.
- B. Maintain a Master List of all recorders/clerks/deputies in the State indicating contact information, municipality, region, current year membership status, and identify new members.
- C. UMCA Scholarships:
  - 1. Receive scholarship applications
  - 2. Make recommendations to the Board of Directors.
  - 3. Issue checks for scholarship awards.
- D. Attend the Annual Conference. (see Conference responsibilities below)
- E. Prepare all financial reports and keeps financial records.
- A. Retain an auditor to perform an audit of the UMCA's financial affairs. Provide necessary records to Auditor. (Audit presented at August Board Meeting and September Business Meeting at the Annual Conference)
- F. Pay all bills by check upon **President's** written authorization.
- G. Distribute membership form and collect membership dues.
- H. Collect conference registration fees and prepare a list of attendees. (add to Master List)
- I. Attend the IIMC Annual Conference, if possible.
- J. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

#### **BOARD MEETINGS**

##### **OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:**

###### **Before Meeting:**

- A. Prepare Financial Report and send to Board.
- B. Prepare Scholarship application and information for Institute/Academy.
- C. Distribute an updated Master List to the Board.
- D. Dress for Board of Directors picture.

**During Meeting:**

- A. Attend October Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. January meeting.
  - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 4. Board Scholarship Requests for IIMC Conference. **Board**
  - 5. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 6. Board Member Concerns and General Information. **Board**
  - 7. Adjourn. **Board**
- B. Board Pictures.

**After Meeting:**

Prepare/Mail scholarship application and information for Institute/Academy for October newsletter.

**JANUARY BOARD MEETING:**

**Before Meeting:**

- A. Prepare Financial Report and send to Board.
- B. Mail/Collect scholarship applications and prepare to make recommendations to the Board on applications for Scholarships Institute/Academy. (as budget permits)
- C. Distribute an updated Master List to the Board.

**During Meeting:**

- A. Attend January Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. Report on Scholarships for Institute/Academy.
  - 2. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 3. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 4. Board Member Concerns and General Information. **Board**

**MARCH BOARD MEETING:**

**Before Meeting:**

- A. Prepare Financial Reports and send to Board.
- B. Retain an Auditor.
- C. Distribute an updated Master List to the Board.

**During Meeting:**

- A. Attend March Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. Preliminary Annual Budget for the upcoming year.
  - 3. Review/Update Position Descriptions/To-Do Lists. **Board**.
  - 4. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 5. Board Member Concerns and General Information. **Board**

**JUNE BOARD MEETING:**

**Before Meeting:**

- A. Prepare Financial Reports and Annual Budget for upcoming year and send to Board.
- B. Prepare membership form, dues, and due dates.
- C. Prepare Scholarship application and information for the Annual Conference.
- D. Distribute an updated Master List to the Board.

**During Meeting:**

- A. Attend June Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. Consideration and approval of Annual Budget.
  - 3. Report on Membership Form, dues, and due date.
  - 4. Prepare Scholarship application and information for the Annual Conference.
  - 5. Evaluate costs and set registration fee for the Annual Conference. **Board**
  - 6. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 7. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 8. Board Member Concerns and General Information. **Board**

**After Meeting:**

- A. Prepare/distribute Membership Form to members and the Communications Director.
- B. Prepare/Mail scholarship application and information for the Annual Conference for the July newsletter.

**AUGUST BOARD MEETING:**

**Before Meeting:**

- A. Prepare Financial Reports and send to Board.
- B. Mail/Collect scholarship applications and prepare to make recommendations to the Board on applications for Scholarships for the Annual Conference. (as budget permits)
- C. Distribute an updated Master List including notation if attending Annual conference to the Board.

**During Meeting:**

- A. Attend August Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. Consideration of award for Scholarships to the Annual Conference.
  - 3. Review Annual Conference To-Do Lists. **Board**
  - 2. Review items/copies needed for the Annual Conference (determine # needed). **Board**
  - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 4. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 5. Board Member Concerns and General Information. **Board**

**After Meeting:**

Work with Auditor to ensure the Audit Report will be complete for September Board meeting.

**SEPTEMBER BOARD MEETING:** *(Held Day before the Annual Conference Begins)*

**Before Meeting:**

- A. Prepare Financial Report and send to **Board Members**.
- B. Obtain Audit Report from the Auditor
- C. Secure approval from Board on annual audit report
- D. Distribute an updated Master List including notation if attending Annual Conference to the Board.
- E. Prepare report on the Annual Conference Registrations.
- F. Prepare a list of Scholarship recipients.
- G. Update/bring copies of Master List including notation if attending the annual Conference

**During Meeting:**

- A. Attend September Board Meeting and report on the following:
  - 1. Financial Report.
  - 2. Audit Report. **1st Vice President** and **Treasurer**
  - 3. Annual Conference registrations.
  - 4. Scholarship recipients.
  - 5. Review the Annual Conference To-Do Lists. **Board**
  - 6. Review items for the September Business Meeting (see September Business Meeting responsibilities below) **Board**
  - 7. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  - 8. Board Member Concerns and General Information. **Board**
- B. Board Pictures at August Board Meeting. (Identify clothing to wear) **Board**

**After Meeting:**

Help assemble Annual Conference packets/binders/bags. **Board**

## CONFERENCES

**UMCA ANNUAL CONFERENCE**

**Before Conference:**

- A. Collect Conference registration fees.
- B. Obtain \$100 bill for drawing at the end of Conference.
- C. Obtain necessary gift cards for conference participants
- D. Update Master List including notation if attending for packets/binders/bags. (needed for September Board Meeting)
- E. Send list of Conference Attendees to **Secretary** to prepare name badges and names for door prizes.
- F. Bring cash box and change.

**During Conference:**

**Tuesday**

Attend September Board Meeting and report. (see September Board Meeting responsibilities)

**Wednesday**

- A. Help staff the registration desk.
- B. Help distribute door prizes.

**Thursday:**

- A. Help staff the registration desk.
- B. Help distribute door prizes.
- C. Attend September Business Meeting and report. (see September Business Meeting responsibilities)

**Friday:**

- A. Help distribute door prizes.
- B. Collect money from silent auction proceeds.

**IIMC CONFERENCE**

Attend IIMC Annual Conference, if possible.

**IIMC INSTITUTE/ACADEMY (BUSINESS MEETING - MARCH)**

- A. Attend Institute/Academy.
- B. Attend March Business Meeting. (see March Business Meeting responsibilities)

## **BUSINESS MEETINGS**

**SEPTEMBER BUSINESS MEETING:** (Held at the Annual Conference)

**Before Meeting:**

- A. Prepare copies of the Financial Report. (# to be determined)
- B. Prepare copies of the Audit Report. (# to be determined)

**During Meeting:**

Attend September Business Meeting and report on the following:

- A. Financial Report.
- B. Audit Report. **1st Vice President and Treasurer**

**MARCH BUSINESS MEETING:** (Held at Institute/Academy)

**Before Meeting:**

Prepare copies of the Financial Report. (# to be determined)

**During Meeting:**

Attend March Business Meeting to present the Financial Report.